



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-09-14**

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Cultural Affairs Assistant** in the **Public Affairs Office**.

**Applicants must apply on Form HR-01 (Application Form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below.)**

Only applicants who are selected for an interview will be contacted.

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant,  
FSN-6005-09, HYA 710002  
(**Personal Services Agreement**)

**OPENING DATE:** December 18, 2009

**CLOSING DATE:** January 07, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **EFM/NOR**: Grade: FP-5\*

**Ordinarily Resident**: Grade: FSN-09\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTIONS OF POSITION**

- Helps plan, develop and execute public outreach and exchange programs in Hyderabad and throughout the State of Andhra Pradesh.
- Is specifically responsible for outreach to schools, non-governmental organizations and youth. Manages Consulate support for the English language teaching and IEARN programs, keeping abreast of how the programs are succeeding in local schools and providing supplies when possible.
- Responsible for using exhibits and USG paper shows as outreach tools to promote specific Mission Strategic Plan goals.
- Contacts appropriate institutions such as schools to arrange display dates and inauguration in a timely manner.
- Participates in the development of strategic plans and programs and coordination of program logistics. Identifies, develops and maintains contacts and contact information and disseminates relevant information to them.
- Responsible for alumni and alumni activities and ensures that former grantees are invited to participate in post activities.
- Reports to the Cultural Affairs Specialist but also contributes to Public Affairs Section projects.

## **QUALIFICATIONS REQUIRED**

1. Master's degree in the social sciences, environment, humanities or teaching is required.
2. Must have three to five years of progressively responsible experience in working with youth groups, teaching or other organizations engaged in similar work.
3. Level IV (Fluency) in English and Telugu is required (written and spoken)
4. Must have knowledge of socio-economic and political, development, cultural, educational, environmental and health issues in India and at the regional level. Must be familiar with Public Affairs Section audiences and program institutions.
5. Must have intellectual ability to initiate and maintain contact with state and local government officials; political, business, management, academic, social and cultural leaders. Must be creative and well-organized, with ability to multi-task.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. It is therefore, essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website  
[http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)
2. **Cover Letter** explaining why the candidate is qualified for the position and what s/he brings to the job.
3. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office,  
U. S. Consulate General,  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad -03  
or  
FAX: 4033-8301  
Or  
E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert "VA# **HYD-09-14**" (Vacancy Announcement Number) in the subject of the e-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

#### **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Human Resources Office by close of business **January 07, 2010.**

Cleared by: PAO - Juliet Wurr  
Approved by: MGT - William Boyle

**AN EQUAL OPPORTUNITY EMPLOYER**